

**OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**  
**3<sup>rd</sup> MSO Building, CGO Complex, 5<sup>th</sup> Floor, DF Block,**  
**Sector- I, Salt Lake, Kolkata – 700 064**  
**E-mail: [agauwestbengal2@cag.gov.in](mailto:agauwestbengal2@cag.gov.in)**

N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2025-26/ 6 46

Dated: 12.09.2025

Enclosed please find following letter:

Sl. No	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. PAG(Audit-I)/Admn/778/2025-26/1382 dated 10.09.2025 received from <b>O/o the PAG (Audit-I), Uttar Pradesh, Prayagraj</b> regarding filling up the post of <b>Welfare Assistant</b> in O/o the PAG (Audit-I), Uttar Pradesh, Prayagraj <b>on deputation basis.</b>	<b>25.09.2025</b>

Branch officers concerned are requested to bring the contents of the above letter to the notice of all willing and eligible official(s) and forward the application(s) of willing official(s) as per the date prescribed in the table above.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letter may be given due consideration.

Digitally signed by  
ASHUTOSH BISWAS  
Date: 12-09-2025  
10:36:25  
Sr. Audit Officer (Admn.I)

Copy to:

1. DAG /AMG-I (Admn. & AS)
2. DAG/AMG-II
3. DAG/AMG-III
4. DAG/AMG-IV
5. Secretary to the Pr. Accountant General (Audit-II), WB.
6. Sr. Audit Officer/Admn.I & DAC
7. System Administrator/ EDP SC
8. Sr. Audit Officer /Admn.II, III & CC
9. Sr. Audit Officer/AMG-I (AS)
10. Sr. Audit Officer/ Record & APCC
11. Sr. Audit Officer/AMG-II(HQ)
12. Sr. Audit Officer/AMG-III(C)
13. Sr. Audit Officer/ AMG-IV(HQ) & Technical Cell
14. Sr. Audit Officer/ECPA-Cum-Report(Civil)
15. Sr. Audit Officer/ECPA-Cum-Report(Com)
16. Assistant Director (Official Language)/Hindi Cell
17. Assistant Audit Officer/Admn.I (For NIC-mail)

Asstt. Audit Officer (Admn.I)

**कार्यालय प्रधान महालेखाकार (ले0 प0 - I), उत्तर प्रदेश, प्रयागराज**

No. PAG(Audit-I)/Admn/778/2025-26/ 1382

Dated: 10-09-2025

**CIRCULAR****Sub-Filling up the post of Welfare Assistant on deputation basis in the Office of the Principal Accountant General (Audit-I), Uttar Pradesh, Prayagraj-reg:**

Applications are invited from willing officials for appointment to the post of Welfare Assistant on deputation basis in the O/o the PAG (Audit-I), UP, Prayagraj in Level 08 of the Pay Matrix under CCS (Revised Pay) Rules, 2016:

The eligibility criteria are as follows:

- (1) (i) Holding analogous posts on regular basis in the present cadre or department.  
or  
ii) With three years of combined service in the grade of Senior Accountant/ Senior Auditor (Level 6) and Assistant Supervisor (Accounts/Audit) (Level 7) rendered after appointment thereto on a regular basis in the parent cadre or Department.  
and  
iii) Possessing three years' experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personal administration including settlement of personal claims.
- (2) The maximum age limit shall not exceed 56 years on the closing date of receipt of applications.
- (3) The deputation is only temporary and does not give any right for confirmation or indefinite retention of the person in the office to which he or she is being deputed. The deputation shall be initially for a period of one year which may be extended on yearly basis subject to continued suitability and administrative convenience.
- (4) Deputation guidelines issued vide Headquarters' letter No. 60-Staff(App)-1/14-2023 dated 27.01.2025 shall strictly be adhered to.
- (5) The Deputationist will be entitled for Deputation Allowance as applicable in accordance with prevalent rules.

Willing and eligible officials may submit their application giving full service particulars and bio-data in the enclosed proforma through the Head of Office which should reach this office within 30 days of issue of the circular.

Encl: Annexure

Sr. Deputy Accountant General (Admn)

Copy to:

All IA&AD Offices

As per mailing list (except Overseas Offices)

A handwritten signature in black ink, appearing to be 'Shah' or similar, written in a cursive style.

10.9.2015

Sr. Audit Officer/Admn.

BIO-DATA/CURRICULAM VITAE PROFORMA

1. Name of the post applied for \_\_\_\_\_
2. Name of applicant with designation and complete office address (in block letters), e-mail and telephone No. \_\_\_\_\_
3. Residential Address with phone number \_\_\_\_\_
4. Permanent Address \_\_\_\_\_
5. Date of Birth (in Christian era) \_\_\_\_\_
6. Whether belong to SC/ST/OBC \_\_\_\_\_
7. Date of entry into service \_\_\_\_\_
8. Date of retirement under Central/State Government Rules \_\_\_\_\_
9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay/ pay level in pay matrix. \_\_\_\_\_
10. Present Pay \_\_\_\_\_

11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature.

Name of Office/organization where employed	Post Held	From	To	Basic Pay	Grade Pay/Level in pay matrix	Major Duties
1.	2.	3.	4.	5.	6.	7.

12. Nature of present employment i.e.

Ad-hoc or temporary or permanent \_\_\_\_\_

13. In case the present employment is held on

Deputation/contract basis, please state \_\_\_\_\_

a) Date of initial appointment \_\_\_\_\_

b) Period of appointment on Deputation/contract \_\_\_\_\_

c) Name of parent office/organization to which you belong \_\_\_\_\_

14. Training/courses attended \_\_\_\_\_

15. Additional details about your present

employment, please state whether working under \_\_\_\_\_

i) Central Government

ii) State Government

iii) Autonomous Organization

iv) Central Public Sector Undertaking

v) State Public Sector Undertaking

16. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post viz-a-viz the "duties" mentioned in Annexure-II enclosed a separate sheet, if required

I have carefully gone through the vacancy circular/advertisement, and I am well aware that the information furnished in the bio-data duly supported by the documents in respect of essential qualification/work experience submitted by me. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature)

Date: -

Mobile No.: -

**CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE/OFFICER NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE FORWARDING THE APPLICATION**

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Tele. \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Official seal

Note: All Terms and Conditions of deputation will be followed as per Deputation guidelines issued vide Headquarters' letter No. 60-Staff(App)-1/14-2023 dated 27.01.2025 shall strictly be adhered to.